

PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Gigi Vera
FROM: J. Yvette Robinson
SUBJECT: Vacation-Change

DATE: March 10, 1992

In my memo dated February 14th, I requested the week of March 16th through March 20th as one weeks vacation. I would like to change the vacation week to March 20th through March 27th, 1992.

I would also like to request the week of December 28th through January 5th, 1992.

If there is a conflict in scheduling, please inform me.

cc: B. Serpe
K. Moog
E. Moore

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